

Activity:	7.7 Plan Transition to Operational Status
Responsibility:	Project Team
Description:	<p>Successful transition from acceptance testing to full operational use of the software product depends on planning the transition long before the software product is installed in its operational environment. In planning for the transition, quantify the operational needs associated with the software product and describe the procedures that will be used to perform the transition. Rely on experience and data gathered from previous, similar projects to define these needs.</p>
Work Product:	<p>Develop a Transition Plan that describes the detailed plans, procedures, and schedules that will guide the transition process. Coordinate development of the plan with the operational and maintenance personnel. The following issues should be considered in the preparation of a Transition Plan.</p> <ul style="list-style-type: none">• Develop detailed operational scenarios to describe the functions to be performed by the operational support staff, maintenance staff, and users.• Define the number and qualifications of operations and maintenance personnel and specify when they must be in place. Estimate training requirements for these people.• Document the release process. If development is incremental, define the particular process, schedule, and acceptance criteria for each release.• Describe the development or migration of data, including the transfer or reconstruction of historic data. Schedule ample time for the system owner and user to review the content of reconstructed or migrated data files to reduce the chance of errors or omissions.• Specify problem identification and resolution procedures for the operational software product.• Define the configuration management procedures that will be used for the operational software product. Ideally, the methods defined in the Software Configuration Management Plan that were employed during product development can continue to be used for the operational product.

**Work Product,
continued:**

- Define the scope and nature of support that will be provided by the project team during the transition period.
- Specify the organizations and individuals who will be responsible for each transition activity, ensuring that responsibility for the software product by the operations and maintenance personnel increases progressively.
- Identify products and support services that will be needed for day-to-day operations or that will enhance operational effectiveness.

Review Process:

Conduct a structured walkthrough to assure that the Transition Plan is logical, accurate, and complete. Involve operational and maintenance personnel in the walkthrough.